

**POSITION: LOCK AND DOOR SPECIALIST**

**POSTING # 7001-0617ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

**JOB ANNOUNCEMENT**

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**REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY RANGE: \$19.46 hour - \$22.36 hour / \$1,557 biweekly - \$1,789 biweekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: May 31, 2017**

**CLOSING DATE: June 14, 2017**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:**

Under general guidance of the Carpentry Supervisor, performs skilled work in the maintenance of the County's lock, key, and door systems. This is a journey classification level for skilled facilities maintenance and repair activities specific to keys, locks, doors, and door hardware.

**DUTIES INCLUDE:**

Performs skilled work in the maintenance, repair, and installation of doors, locks, door closers, hinges, emergency exit hardware, handicap devices, and other door hardware for all County buildings.

Performs preventative maintenance on all doors, locks, padlocks, and related hardware on a regular basis and keeps records of all such maintenance.

Ensures adherence to County policies related to keys and locks.

Maintains hard-copy and computer records on the distribution of keys, entry cards and lock combinations for all County buildings. Makes new keys and entry cards, replaces lost or damaged keys and entry cards, and ensures that keys and entry cards are issued to employees in a timely manner and in accordance with policy.

Ensures that all requests forms for keys and entry cards are filled out completely including all necessary signatures.

Coordinates with employees and departments to ensure that keys and entry cards are returned upon employee termination.

Performs annual audits of keys, entry cards, and lock combinations for all County facilities.

Assists with specifying and designing key, lock, and door hardware for construction and remodeling projects.

Purchases necessary parts and materials to complete work requests, maintains an inventory of supplies, and completes

work order paperwork.

Assists with construction and carpentry projects as needed.

Responds to emergency situations on an on-call basis when assigned.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of mechanical applications

Skilled in maintaining key systems and door hardware

Skilled in reading, writing, and math

Skilled in interpersonal communications to coordinate jobs and report completed work

Ability to establish and maintain cooperative working relationships with the public and other County employees

Ability to operate various hand and power tools

Ability to read blueprints for takeoffs of materials and time for project estimating

Ability to plan and sketch construction and remodeling projects

Ability to perform general building maintenance tasks

**REQUIREMENTS FOR EMPLOYMENT:**

Equivalent to a high school diploma; and five (5) years of journey-level work experience in maintenance of door hardware and access systems, or an equivalent combination of training and experience.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. Some incumbents may be required to possess a commercial drivers license (CDL).

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.